

Meadow Park PTA

Grade Level Special Activity Fun Procedures

- 1. Teachers are to collect all money for the fund. Room Parents will not be involved in the collection of any of the money. Cash or checks made out to cash will be accepted only. NO CHECKS ARE TO BE ACCEPTED THAT ARE MADE PAYABLE TO MEADOW PARK, MEADOW PARK PTA, THE TEACHER OR THE ROOM PARENT. Each teacher will tally their funds collected for their class.**
- Funds are to be turned into the office with the total amount, teacher name and grade noted. Funds should be kept in the safe until funds from each class within the grade level have been turned in. At that time, the Room Parent Coordinator will verify totals and complete a Deposit Detail.
- Funds for each Grade Level will be deposited into the Grade Level Activity Fund account separately in order to obtain multiple deposit receipts. Deposit receipts are to be attached to the deposit detail and kept on file.
- All grade level activity money will be combined into one account. A separate ledger* for all each grade levels will be kept. The Room Parent Coordinator will be the signer on the account.
- A Reimbursement Request form must be completed and approved before any reimbursement can be provided. The Grade Level Parent and Teacher must sign/approve the request. This may be done in hard copy form or by emailing a copy of the Reimbursement Form to the Grade Level Parent who should approve it if appropriate and forward it to the Teacher with the words, "I have reviewed and approved this reimbursement request. Would you please do the same and return it to me?" Once the teacher replies with the approved form, the Grade Level Parent can forward this email chain and the completed form to the Room Parent Coordinator who will send a check to the person requesting reimbursement.**
- Bank statements will come to Meadow Park and be placed in the PTA Box. The Room Parent Coordinator will reconcile monthly statements.
- At the close of each month, the Room Parent Coordinator will review the Grade Level Ledger* with the Grade Level Head Room Parent and Teacher. Deposits, checks and the balance will be noted.**
- On the last day of school the Room Parent Coordinator will review the ledger with each Grade Level Parent and Teachers. Deposits, checks and the balance will be noted.**
- If there is any money remaining at the end of the school year, the balance will be transferred with the class to their next grade the following school year.